



US Army Corps
of Engineers

Construction Bulletin

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CEMP-C

Subject: Automated ACTEDS and IDP

Applicability: INFORMATION

1. PURPOSE. To provide information on and encourage the use of the automated Army Civilian Training, Education and Development System (ACTEDS) Individual Development Plan (IDP).
2. BACKGROUND. The Chief and Deputy Chief of Construction - Operations Division Norfolk District (Messers Kennedy and Sorrentino) displaying innovative leadership, fully automated the ACTEDS/IDP using off-the-shelf software and existing technology. The ACTEDS/IDP form as originally deployed by USACE was distributed in a two page paper format, required the employee to complete, make multiple hard copies, and staff through the supervisor to the Career Program Manager (CPM). Manual forms consume filing space, are not easily retrievable, and require manual sorting through files to obtain information on desired developmental assignments, short and long term career goals, desired training, etc.. Additionally, manual revision of the employee's ACTEDS/IDP is a cumbersome and time consuming task. This automated initiative was demonstrated to and endorsed by the Deputy Commanding General USACE, MG Sobke, as well as being well received at the Engineers and Scientists (Resources & Construction) Career Program Meeting in Arizona and the recent Chiefs of Engineering and Construction Conference in Monterey, California.
3. The automated ACTEDS/IDP is a paperless system using available technology that is wholly interchangeable between DOS, Windows and McIntosh environments. Employees complete a user friendly format that covers all employees and captures all required ACTEDS/IDP information. This system is linked to a training course database which enables the employee to access information on commonly attended courses and courses recommended in the ACTEDS Career Planning Guide. When fully implemented, the ACTEDS/IDP employee information is network linked to the supervisor, mentor, CPM, and Human Resources Office which enables all parties to assist in employee career development.

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4. This innovation has immediate application throughout the Corps and Department of the Army. The Norfolk District has sent copies of the automated ACTEDS/IDP forms and training database files to all USACE Chiefs of Construction. The software application "Filemaker Pro" by Claris is required to access these files.

5. Questions concerning this subject may be addressed to Mr. Bill Sorrentino through E-Mail/Internet (william.a.sorrentino@qm.nao-wc.usace.army.mil) or by addressing correspondence to Norfolk District Corps of Engineers, ATTN: CENAO-CO (Kennedy/Sorrentino), 803 Front Street, Norfolk, VA 23510.

6. This Construction Bulletin has been coordinated with the following HQUSACE organizations: Operations, Construction and Readiness Division (CECW-OC) and the Executive Secretary E&S (RC) Career Program (CEHR-ZE).


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